

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, April 28, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Mark Tumpach, Tony Theisen, Kris Schuller
Absent: Jack Krueger
Also Present: John Luetscher, Debbie Klarkowski, Ellen Sorensen, Bob Heimann, Kerry Blaney, Jackie Scharping, Barb West, other interested parties.

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of March 16 and March 24, 2011:

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

Review of Minutes:

1a. Brown County Housing Authority, March 21, 2011.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Department of Administration:

2. Budget Status Report, December, 2010.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive. Vote taken.
MOTION CARRIED UNANIMOUSLY

3. Budget Status Report, February, 2011.

Director of Administration Ellen Sorensen stated that her department had a draft of the budget status report through the end of the first quarter; however, this report was being reviewed and will be brought back to the next Committee meeting.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive. Vote taken.
MOTION CARRIED UNANIMOUSLY

4. Financial Statement Results – Unaudited, as of December 31, 2010.

Sorensen stated that adjustments for Human Services have been made to this report for the Community Programs and Community Treatment Center. The intention is that Human Services will

keep these funds in their fund balance and in the event Family Care comes to fruition, these funds would then be used for the rollout of that program.

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive. Vote taken.
MOTION CARRIED UNANIMOUSLY**

5. **2011 Budget Adjustment Log.**

Sorensen wished it be noted that many of these adjustments are for grants received by UW Extension and the NEW Zoo.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

6. **2011 Grant Application Approval Log.**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Resolution re: 2010 Budget Overdraft and Shortfall Appropriations.**

Sorensen informed that the departments did a very good job in 2010 sticking to their budgets and only two departments were over budget. One was the UW Extension and this occurred because they did not realize their grant revenue for the year. For 2011 UW Extension has already met and exceeded what they were budgeted for in grant revenue, so they were down \$11,850.

The other department over budget was the District Attorney's office and they were over by \$27,231 which was comprised mainly of wages and fringes. Sorensen felt this seemed to be a common occurrence in that department and she has been working with the D.A. in this regard.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

8. **Budget Adjustment (11-46): Increase in expenses with offsetting increase in revenue.**

This adjustment is to transfer funds from the EMR project in Human Services to IS for reimbursement of salary and fringe for an IS analyst who has been assigned as project manager for the EMR project. IS will also need to increase professional services which will be used to backfill the programmer position. These costs will be offset by the transfer in from the project.

9. **Director's Report.**

Sorensen highlighted several areas of her report including updates on the Logos and Kronos projects. She also wished to point out that the CAFR (Comprehensive Annual Financial Report) is expected to be published in July and further, that work is continuing on the 2012 budget.

Chair Lund questioned if Sorensen knew the status of Family Care. Sorensen indicated that at this time, Family Care is being held up. She commented that it was difficult to form an opinion on whether this program will move forward from the audit because the audit did not seem to produce any compelling reasons to move forward, nor did it produce any compelling reasons not to move forward. If Family Care is not included in this biennial budget, it would have to go in 2014, which is the next biennial budget.

Supervisor Schuller asked Sorensen about the P Card portion of her report and in particular what was meant by "working with departments to increase their comfort level with P Cards". Sorensen indicated that some departments had had difficulty adjusting to the new P card system as there were changes in the process which included software changes and also changes procedurally to ensure the integrity of the information.

Risk Manager Barb West oversees the P Card process and reported that the P Card program is different than the card program that it replaced. Everything is now done electronically instead of manually as was done in the past. All information is then automatically downloaded directly from the bank. P Card holders have to go online, review information, attach an account number and then it actually flows electronically to an approver who approves the transaction. There has been training at the cardholder level as well as at the approver level. Some departments were having a bit of trouble transitioning to using the P card instead of purchase orders for small dollar purchases but this is improving.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY. Supervisor Tumpach abstained.

Communications:

10. **Communication from Supervisor Erickson re: To have staff draft a letter to notify all groups and organizations that receive funding from Brown County that said funding may be reduced or eliminated due to possible cuts from the state. These groups should be looking for alternative funding to meet their budgets for 2012.**

Lund stated that he had spoken with Supervisor Erickson with regard to this communication and Erickson's feeling was that the County may not be able to support some of the things that are not mandated and that groups currently receiving funding from the County should be notified of this.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to draft a letter to notify all groups and organizations that receive funding from Brown County that said funding may be reduced or eliminated due to possible cuts from the State. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Communication from Supervisor Vander Leest re: Request to create an ordinance requiring more than one bid on projects more than \$50,000.00.**

Risk Manager Barb West informed the Committee that her department has been working on a purchasing ordinance to address this issue. West stated that this communication referenced bids, and bids refer to public works projects. Chair Lund conveyed that he had spoken with Supervisor Vander Leest and it was Vander Leest's intention to encompass RFPs as well. West felt there was enough notification to solicit quotes, bids and/or proposals through the County website, through e mail and through another third party where notices are posted. She did not feel the problem is that not enough people or organizations are notified to submit bids, quotes and/or proposals. Her department will continue to work to come up with an actual purchasing ordinance.

Supervisor Theisen pointed out that there are times when only one bid is received for a project for a number of reasons, and in those instances, an exception to the ordinance would need to be created each time. He felt that creating something new due to one instance may create additional problems.

Supervisor Schuller indicated that he felt the cap of \$50,000 was too low and suggested increasing said amount.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer to staff. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Communication from Supervisor Dantine re: That the prime contractor does a certain percentage of the work that is bid to Brown County.**

Barb West indicated that when there are multiple aspects on a project such as plumbing, electrical, engineering, etc., a determination would have to be made with regard to where the percentage should be set. She felt this could be more effectively handled by putting out concise requirements up front. There was also concern that if a percentage requirement was put into effect, a contractor who would get the bid and could then force a lower payment on the people that do the work.

Corporation Counsel John Luetscher stated what precipitated this was that on an earlier project there was no requirement for the general contractor to specifically name their subcontractors, so the contractor listed two possible subs. Luetscher's opinion is that this then put a lot of pressure on the subs because the general contractor was able to leverage the fact that they had the low bid on the contract and then added leverage for the subcontractors to compete against each other. The danger is that the subs could end up bidding too low for the job which could then result in cost overruns or inadequate work. Luetscher felt that in the future specs should include that a general contractor name all subcontractors in the process.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to refer to staff. Vote taken. MOTION CARRIED UNANIMOUSLY

Barb West informed the Committee that John Luetscher and herself had been working on the purchasing ordinance for some time and they wished to have a volunteer from the Administration Committee work with them to provide input so that when it gets to the County Board there would be a member with knowledge. Supervisor Theisen volunteered to do this.

Child Support Agency:

13. **Budget Status Report, December, 2010.**

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

14. **Budget Status Report, March, 2011.**

Jackie Scharping, Child Support Department Head, informed the Committee that there have been some changes in funding for child support. One of these changes is that revenue being paid by the State is now being paid quarterly instead of monthly so there may be some fluctuations at different times of the quarter.

Chair Lund asked Scharping if there had been any talk at the federal level as far as cuts being made. Scharping indicated that at this point they have not seen any reduction in funding. What will need to be looked at, however, is the inability to collect repayment of birth costs that is in the budget and is expected to pass. This would mean a reduction in revenue of about \$100,000 for Brown County beginning in 2012.

She also wished to mention that there is a potential statewide shortfall for child support agencies because general purpose revenue and SAGE funding received from the State last year would be cut in half in Governor Walker's proposed budget and with the match from the federal government Brown County would face a reduction of about \$523,000 which is approximately 20 percent of the child support budget.

Schuller asked Scharping how her department would deal with a 20 percent reduction in their budget. Scharping indicated that counties are working statewide and have come up with some ideas. She has contacted some counties with regard to taking on some of their functions. They are also looking at perhaps charging for some of the services that they currently do not charge for. Her department currently has about 5000 cases that they work on that they do not charge for whereas some counties do charge for these services. She went on to explain that there used to be a \$25.00 application fee, but that was removed several years ago and she has considered reenacting such a fee.

Chair Lund suggested that Scharping come back to the Committee with a full report on options and issues. Scharping will put together a report.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Facility & Park Management:

15. **Budget Adjustment Request (11-41): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Budget Adjustment Request (11-43): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Director's Report.**

No Director's Report as the Director of Facility & Park Management was not in attendance.

Human Resources:

18. **Budget Status Report, February 28, 2011.**

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Human Resources Activity Report, March, 2011.**

Supervisor Theisen asked Human Resources Director Debbie Klarkowski if she could provide figures as to employment numbers from 10 years ago. Klarkowski indicated she could provide this information at the next meeting and would also e mail the information out.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Update on Chapter 4 Revision.**

Klarkowski provided a revision timeline to the Committee. They are currently in the process of holding meetings to get input on standards. A core group will be put formed that will be responsible for putting all of the recommendations together to bring forth to the County Executive. The recommendations of the core group will be reviewed and put into a final package to be presented to

the Administration Committee in August. The intention is to get everything approved by the County Board, have it published and then train everybody on the new/revised rules by the end of the year so it would be in full effect for January 1, 2012. Internal policies will also be reviewed and updated so Chapter 4 and the internal policies are in synch.

Supervisor Schuller asked who will be on the core group and Klarkowski indicated that they intend to have a representative of Human Services due to their large volume of employees, someone from the Sheriff's Department for similar reasons, Lynn Vanden Langenberg will be the HR representative and they also discussed someone from the Administration Committee being involved. The core group will have meetings similar to what was done with the revision of the performance evaluations and staff, managers and supervisors will all be able to give input into the rewrite.

Supervisor Theisen indicated that he felt a focus should be made on non-monetary benefits since the bottom line for the Board is the taxes. He understands that they have to hold their stance on things that affect taxes as there are not many choices when it comes to raising taxes. He would be in support of items that make employees' lives easier and their work environment better that do not cost the county anything.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer back to staff.
Vote taken. MOTION CARRIED UNANIMOUSLY**

21. Director's Report.

Supervisor Tumpach asked about the status of the data regarding health insurance costs for county supervisors from other counties. Klarkowski indicated that she is still gathering that data and it would be available for the next meeting. She is also working with Wisconsin County Association with regard to how board supervisors are paid in other counties and will provide this information to the Committee as well.

Supervisor Schuller asked Klarkowski if there was a plan as to how the County would go about collecting reimbursement from employees for their retirement contributions under the Governor's proposed Budget Repair Bill if it was retroactive. Klarkowski indicated that it is not yet known if this will be retroactive but she had heard that in the event it does it does go into effect, it would go into effect on July 1 and there would be no retroactivity. However, in the event it were to be retroactive back to March 13, reimbursements from employees would not be taken from one check. It would be spread out equally over a period of time to do it the least painful way to the employees as possible.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Lund indicated that he felt there should be something in the Code of Conduct with regard to supervisors missing their committee meeting assignments. Klarkowski indicated she would follow up on this as well. Lund indicated he felt it unfair to a group to always have a member missing each month while the others attend faithfully.

Treasurer:

22. Budget Status Report, December, 2010.

Treasurer Kerry Blaney stated that 2010 ended on a positive note and almost \$800,000 was returned back to the general fund. The area where revenue was increased the most was from the interest and penalty on delinquent taxes.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

23. Budget Status Reports, January, February and March, 2011.

Blaney indicated that revenue is up and can be attributed mainly to interest and penalty on delinquent taxes.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

24. 2010 December Budget Financial Report.

Blaney indicated that the reason the balance on this report is high is because property tax payments were coming in, however, these payments were paid back out to the municipalities the following week.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

25. 2011 January, February and March Budget Financial Report.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

26. Treasurer's Financial Report for the Month of December, 2010.

This item was a duplication of Item 24 above. See action taken on Item 24 above.

27. Director's Report.

Blaney indicated that at this time they are concluding their foreclosure process for delinquent 2007 taxes and court appearances will be held on May 16, 2011 to foreclose on those properties. They started with 400 properties but due to the diligence of his staff, they are now down to about 80 remaining properties. Many of the properties are city lots and some have houses on them. These properties will then be put up for sale at a later date.

Supervisor Schuller asked if an inventory was maintained of pieces of property that the County owns as a result of foreclosure actions and where the inventory currently stands. Blaney indicated there were approximately 10 properties at this time, the majority of which are on the North side of Green Bay near Bay Beach.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services:

28. Budget Status Report, December 31, 2010.

Information Services Director Bob Heimann indicated that his department came in just shy of 89% of budget.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

29. **Budget Status Reports, January and February, 2011.**

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

30. **Director's Report.**

Heimann wished to draw the Committee's attention to several areas of his report, including that the unified communication system VoIP is now done at the courthouse which was the final location. The entire county is now cut over to the VoIP phone system.

The other area of his report he wished to highlight was with regard to the IP security camera system at the courthouse which was also tied to the courthouse wiring for the phone system. They are in the midst of the installation of the cameras at the courthouse and this is the biggest security upgrade the courthouse has had in many, many years. The system will include 70 new IP cameras with better resolution and full recording capability as well as playback on a centralized system. The upgrade is going well and he encouraged the Committee to come to the courthouse to see the system. A discussion was held and it was decided that the Committee would meet at the courthouse at 5:00 p.m. prior to the next Administration Committee meeting on May 26 to view the system.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel – No agenda items.

County Clerk – No agenda items.

Other:

31. **Audit of Bills.**

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to pay bills. Vote taken. MOTION CARRIED UNANIMOUSLY

32. **Such other matters as authorized by law.**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to adjourn at 6:50 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary